

New York State Erosion and Sediment Control Certificate Program

Professional Development Policy

Purpose: To ensure that New York State Erosion and Sediment Control Certificate holders maintain a sufficient level of technical competence in a continually evolving discipline, ongoing development of knowledge and skills is required. Certificate holders are required to participate in continuing education and report their activities to the Certificate Program administrator on an annual basis.

Continuing Education Requirements

Certificate holders must earn twelve (12) Professional Development Hours (PDHs) for each year of registration in addition to a pro-rated number of PDHs for their first partial year of registration.

PDHs are based on the duration of time it takes for continuing education course content to be delivered. It includes only instructional time and does not include breaks or meal times. In the case of a one hour long, stand-alone educational session, one (1) PDH may be awarded for 50 minutes of instruction. For longer educational sessions, one PDH should be assigned for each 60 minutes of instructional time. One semester-hour (“credit hour”) of a completed college level course, with a final grade of B or better, equals four (4) PDHs.

Upon passing the certificate exam, twelve (12) PDHs will be awarded. These PDHs are not subject to the 6-hour limit on carry overs, explained below. Certificate holders must compute how many of those initial 12 PDHs will be used up in their first partial year, using Table 1 for guidance.

Current Certified Professionals in Erosion and Sediment Control™ and students who have passed State University of New York College of Environmental Science and Forestry course ERE 527: Stormwater Management or Syracuse University course CIE 500: Urban Stormwater & Erosion Control Design, will not be awarded initial PDHs. They must begin earning PDHs in the month following registration (See Table 1). Certificate holders may not take credit for PDHs earned before their initial registration.

Table 1: PDHs for Partial Years	
Month of Registration	Credit hours required to re-new next January
January	11
February	10
March	9
April	8
May	7
June	6
July	5
August	4
September	3
October	2
November	1
December	0

If a Certificate holder exceeds the PDH requirement in their current renewal period, up to six (6) PDHs may be carried forward into the subsequent renewal period. It is the responsibility of the Certificate holder to notify the Certificate administrator of their intent at the time of renewal and retain documentation of the PDHs to be carried forward.

How to fill in the Annual Renewal Form

Examples assume you are renewing in the year 2020

Example 1: You pass the exam in August of 2019. You have earned 12 PDHs by passing the exam, and therefore do not need to earn additional PDHs until September of the following year. You are required to start recording PDHs in September 2019, for a requirement of 4 PDHs for 2019. You earn 12 for passing the exam which can carry over to 2020. When renewing in 2020, you will fill out Part 1 below and leave Part 2 blank.

Professional Development Hours (Answer either 1. or 2.):

1. If you were required to earn less than 12 PDHs in 2019 (based on the NYSE&SCCP Professional Development Policy), state the number required and the number earned:
Required: Earned:
Do you intend to carry over PDH's into 2020? If yes, how many:

2. If you were required to earn 12 PDH's in 2019 (based on the NYSE&SCCP Professional Development Policy) fill in the following information. Only 6 PDH's may be carried over from 2018, unless you passed the exam in the previous year.

A. PDH's carried over from 2018:

B. PDH's earned in 2019:

C. Total PDH's for 2019 (Add lines A + B)

Do you intend to carry over PDH's into 2020? If yes, how many (Maximum 6):

Example 2: You pass the exam in September of 2018. You earn 12 PDHs for passing the exam, allowing you to carry over 9 into 2019. This is the only time when more than 6 PDHs can carry over to the next year. In 2019 you earn 3 PDHs. When renewing in 2020, you will fill out Part 2 below and leave Part 1 blank:

Professional Development Hours (Answer either 1. or 2.):

1. If you were required to earn less than 12 PDHs in 2019 (based on the NYSE&SCCP Professional Development Policy), state the number required and the number earned:
Required: Earned:
Do you intend to carry over PDH's into 2020? If yes, how many:

2. If you were required to earn 12 PDH's in 2019 (based on the NYSE&SCCP Professional Development Policy) fill in the following information. Only 6 PDH's may be carried over from 2018, unless you passed the exam in the previous year.

A. PDH's carried over from 2018:

B. PDH's earned in 2019:

C. Total PDH's for 2019 (Add lines A + B)

Do you intend to carry over PDH's into 2020? If yes, how many (Maximum 6):

Example 3: You earned your certificate by presenting a valid CPESC™ card in 2018. You carried over 4 PDHs into 2019. In 2019 you earn 18 PDHs. When renewing the following January, you will fill out Part 2 below and leave Part 1 blank:

Professional Development Categories

Professional Development Hours (Answer either 1. or 2.):

1. If you were required to earn less than 12 PDHs in 2019 (based on the NYSE&SCCP Professional Development Policy), state the number required and the number earned:
 Required: Earned:
 Do you intend to carry over PDH's into 2020? If yes, how many:

2. If you were required to earn 12 PDH's in 2019 (based on the NYSE&SCCP Professional Development Policy) fill in the following information. Only 6 PDH's may be carried over from 2018, unless you passed the exam in the previous year.

A. PDH's carried over from 2018:	<input type="text" value="4"/>
B. PDH's earned in 2019:	<input type="text" value="18"/>
C. Total PDH's for 2019 (Add lines A + B)	<input type="text" value="22"/>
Do you intend to carry over PDH's into 2020? If yes, how many (Maximum 6):	<input type="text" value="6"/>

Certificate holders must earn PDHs in the categories below annually. A minimum of three (3) PDHs must be earned in Category 1. For partial years of registration, one fourth of the total must come from Category 1, rounded up to the next whole number. For example, if 5 PDHs are required, 2 must come from Category 1. Work Experience may be substituted for a maximum of six (6) PDHs.

Category 1: Continuing Education

Continuing education activities include the following education/training with content relevant to the field of Erosion and Sediment Control:

- Participation in organized education/training events (conference, seminar, workshop, field day or tour, etc.)
- Completion of an online course or webinar
- Completion of a college or university course

To be acceptable, the courses/educational activities must be New York State Conservation District Employees' Association, Inc./New York State Department of Environmental Conservation approved and/or supported training courses, or a course at an accredited college or university. A PDH certificate from the sponsor, and/or a description of the education event that demonstrates relevance to Erosion and Sediment Control, must be retained.

Documentation

Accepted documentation for Category 1 activities are:

- A Certificate of Completion that includes the title of the course or program, the sponsor's name, the date and location of the course or activity, and the number of PDHs earned, or
- A Certificate of Completion that includes the title of the course or program, the sponsor's name, the date and location of the course or activity, the number of hours of instruction and a course/training agenda with relevance to Erosion and Sediment Control, or

- The course/training announcement that includes a description of the training with relevance to Erosion and Sediment Control, and the actual number of hours of training delivered, or
- A transcript and course description or syllabus to document a completed college or university course with relevance to Erosion and Sediment Control.

Category 2: Course Instructor or Author

A course instructor provides Erosion and Sediment Control relevant knowledge and/or skills training to groups of individuals in formal settings. The instructor must be involved in researching and preparing course content and/or delivering the content at the education event. An education event that qualifies for credit under Category 1 for participants also qualifies as credit for the instructor under Category 2.

Instructors may submit each specific course or presentation under this category once per renewal period unless substantial new or revised material is provided. Instructors of the NYSDEC Endorsed 4-Hour Erosion and Sediment Control Training may submit the course for 4.0 PDHs per renewal period. Instructors involved in research and course preparation may include up to two (2) additional hours for every PDH available to course attendees.

An author is the principal or sole contributor of written work in a peer reviewed book, article, thesis, dissertation or other document which expands the body of technical knowledge on a subject related to the field of Erosion and Sediment Control. Publications must include technical information and/or instruction. Publications containing primarily regulatory information do not qualify. Authors may log six (6) PDHs for books, theses or dissertations, three (3) PDHs for technical journal articles or book chapters, and one (1) PDH for newspaper articles.

Documentation

Course instructors must retain an agenda and/or course description for each course/training event that clearly indicates the number of hours of instruction and the relevance to the field of Erosion and Sediment Control. If claiming credit for research and preparation of the course, indicate the number of additional PDHs claimed for those activities.

Technical information authors must be able to provide a citation of the publication, a copy of the cover or copyright page showing the author's name, or a copy of the complete article as it appeared in a journal or newspaper.

Category 3. Work Experience

Certificate holders may substitute work experience for up to six (6) PDHs in each renewal period. One (1) PDH may be credited for every 100 hours of work actively engaged in Erosion and Sediment Control design, implementation or inspection.

Documentation

If documentation of work experience is requested by the Certificate Program administrator, Certificate holders must be able to itemize the hours employed in each of these activities and describe the type of work performed.

Reporting PDHs for Certificate Renewal

Certificate holders must record all activities and work experience to be submitted for continuing education credit on the New York State Erosion and Sediment Control Professional Development Hours Reporting Form, and retain a copy of the form and all documentation and records for a period of five (5) years after submittal of the activities for Certificate renewal.

The New York State Erosion and Sediment Control Certificate Program Steering Committee and Program administrator randomly audits Certificate holders to assure compliance with the Professional Development Policy. 5% of certificate holders will be selected randomly each year. Certificate holders should be prepared to produce documentation of PDHs submitted for renewal if selected for an audit. Certificate holders who falsify continuing education credit records may be subject to suspension or revocation of their Certificate.

Reinstatement of Certificate

Certificate holders who do not satisfy PDH requirements in a given reporting period will not be permitted to renew their Certificate until they have met the continuing education requirements. Renewal dates will not be adjusted to accommodate the lapse.

If renewal fees are not paid within thirty days from the renewal date, the certificate of the registrant shall be automatically terminated. Any Certificate holder, whose certificate has been terminated, may be reinstated by the Certificate Steering Committee upon such terms and conditions as the Committee may provide.